

**TOWN OF DAVIE  
TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Herb Hyman/1016

**PREPARED BY:** Herb Hyman

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** n/a

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** MEMORANDUM OF UNDERSTANDING - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF SOFI CORPORATION TO PROVIDE ENERGY EFFICIENCY HOME MODIFICATIONS-CDBG-R PROGRAM AND AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE SELECTED CONTRACTOR FOR SERVICES TO BE PERFORMED UNDER THIS PROGRAM..

**REPORT IN BRIEF:** The Town solicited competitive sealed proposals to provide energy efficiency home modification services for the CDBG-R Program. RFP documents were sent to sixty-six (66) prospective respondents. Additionally, the solicitation was advertised statewide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's website. The Town received eight (8) responses. All proposals are available for viewing in the Purchasing Division. The selection committee recommends SoFi Corporation in accordance with the attached scoring sheet. The resolution also requests the Town Council to authorize the Town Administrator to enter into a Memorandum of Understanding with the Contractor for the services to be performed under this program. Ten (10) units will be funded under this program with a grant ranging between \$4,000 - \$9,000 for each unit.

**PREVIOUS ACTIONS:** Resolution No 2009-132 Adopting a Substantial Amendment to the FY 2008/09 Action Plan creating the Town's CDBG-R Programs

**CONCURRENCES:** The selection committee scored SoFi Corporation as the highest scoring firm.

**FISCAL IMPACT:** Yes

Has request been budgeted? Yes

If yes, expected cost: ranging between \$4,000 - \$9,000 for each unit

Account name and number: CDBG- Projects 011-1608-554.64-05

Additional Comments: All expenses are funded by a grant

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):**

Procurement Authorization

Selection Committee Ranking Sheet

Incorporation Information

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF SOFI CORPORATION TO PROVIDE ENERGY EFFICIENCY HOME MODIFICATIONS-CDBG-R PROGRAM AND AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE SELECTED CONTRACTOR FOR SERVICES TO BE PERFORMED UNDER THIS PROGRAM.

WHEREAS, the Town solicited proposals to provide energy efficiency home modification services for the CDBG-R Program; and

WHEREAS, the selection committee has selected SoFi Corporation as the firm best qualified to provide the required services; and

WHEREAS, the execution of a Memorandum of Understanding with the Contractor for each home that qualifies under this program is the most expeditious method of handling these home modifications.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of SoFi Corporation as the firm best qualified to provide the required services and authorizes Town Administrator to execute a Memorandum of Understanding with the selected Contractor for services to be performed under this program.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2010

\_\_\_\_\_

\_\_\_\_\_

MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_

TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2010

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

**ACCOUNT NUMBER.** 011-1608-554-64-05 **BUDGET ITEM & DESCRIPTION** CDBG-R Minor Energy Efficiency Modifications/Repairs **APPROXIMATE COST** \$30,000  
**CAP. OUTLAY CDBG PROJECTS**  
**METHOD OF PROCUREMENT (check the one that applies)**

☐ Open Competitive Bidding  
☐ Piggyback on Contract Number \_\_\_\_\_  
☐ Sole Source or Single Source  
☒ Request For Proposals

APPROVED FOR  
 6/28/10  
 BY CDBG-FUR

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed \_\_\_\_\_  
 Department Head

Have Funds been Reserved R62. 38890

Date 3/9/2010 Signed [Signature]

Signed [Signature]  
 Town Administrator

**BIDS SUBMITTED**

VENDOR	COST
SoFi CORPORATION	RANKED 1ST
JAMES JOYCE CONSTRUCTION CORP.	RANKED 2ND
STACY BOMAR CONSTRUCTION LLC	RANKED 3RD
YB CONSTRUCTION, Inc.	RANKED 4TH
PAUL HENSEL CONSTRUCTION, INC.	RANKED 5TH
ENVIRONMENTAL PERFORMANCE SYSTEMS	RANKED 6TH
ASSURED CONTRACTING LLC	RANKED 7TH
METRO CONTRACTORS, INC.	RANKED 8TH

Signed [Signature]  
 Procurement Manager

**BID SPECIFICATION COMMITTEE'S RECOMMENDATION**

Vendor	Cost
SoFi CORPORATION	RANKED 1ST

# BID OPENING REPORT

BID NAME: Energy Efficiency  
 BID NUMBER: B-10-60  
 ESTIMATED COST: \$30,000.00

TIME: 2:10  
 DATE: 4-6-10

NO. CONTRACTOR'S NAME BID AMOUNT COMMERCIAL RANKING

1.	James A. Construction		
2.	Assured Contracting		
3.	So fl. Corporation		
4.	Environmental Performance		
5.	YB Construction, Inc.		
6.	Metro Contractors		
7.	Stacy Boman		
8.	Paul Hensler Const.		
9.			
10.			

## REMARKS

SPECS. SENT TO SIXTY-SIX (66) PROSPECTIVE RESPONDENTS  
TOWN REC'D EIGHT (8) PROPOSALS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: [Signature]  
 WITNESS: [Signature]

DATE: 4/6/2010  
 DATE: 4-6-10

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6	COMMITTEE MEMBER	SoFL	James	Assured	Metro	Environmental	YB	Stacy	Paul
7		Corporation	Joyce	Contracting	Contractors	Performance	Construction	Bomar	Hensel
8									
9	W. ACKERMAN	646	73	18	8	8	33	69	35
10	R. MUNIZ	70	55	30	30	35	70	70	50
11	M. DIEZ	80	78	80	40	40	70	40	30
12	L. NGUYEN	15	65	80	75	70	75	70	70
13	B. HITCHCOCK	92	100	32	47	88	65	70	55
14	G. MOSS B. STANLEY	92	78	32	7	73	33	87	45
15	H. HYMAN								
16									
17	TOTAL	578	509	325	262	329	411	506	355
18									
19	RANKING	1 <sup>ST</sup>	2 <sup>ND</sup>	7 <sup>TH</sup>	8 <sup>TH</sup>	6 <sup>TH</sup>	4 <sup>TH</sup>	3 <sup>RD</sup>	5 <sup>TH</sup>
20									

ENERGY EFFICIENCY HOME REPAIRS  
CDBG-R PROGRAM

MOU - NOT CONTRACT



**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>Soft Corporation</b>	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.) <b>2325 NE 20 St.</b>	Requester's name and address (optional)
City, state, and ZIP code <b>Ft. Lauderdale FL 33305</b>	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								
<b>05-012104036</b>								

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real-estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person

*Theresa Littlefield*

Date ▶ **4/6/10**

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

**Town of Davie  
Vendor/Bidder Disclosure**

I, Theresa Littlefield, being first duly sworn state that:  
The full legal name and business address of the person(s) or entity contracting with the  
Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: SoFI Corporation  
Address: 2325 NE 20 St.  
Ft. Lauderdale, FL 33305  
FEIN 65-0204036  
State and date of incorporation \_\_\_\_\_

**OWNERSHIP DISCLOSURE AFFIDAVIT**

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Names, Addresses, and Titles of Individual Who Will Lobby:

Full Legal Name	Address	Ownership
<u>Theresa Littlefield</u>	<u>2325 NE 20 St. Ft. Lauderdale</u>	<u>51</u> %
<u>William J. Igou</u>	<u>2325 NE 20 St. Ft. Lauderdale</u>	<u>49</u> %
_____	_____	_____ %
_____	_____	_____ %

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name

Address

NA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: Theresa Littlefield  
Signature of Affiant

Date: 4/6/10

THERESA LITTLEFIELD  
Print Name

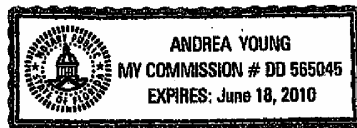
SUBSCRIBED AND SWORN TO or affirmed before me this 6 day of April, 2010, by THERESA LITTLEFIELD, he/she is personally known to me or has presented Florida Drivers License as identification.

Andrea Young  
Notary Public, State of Florida at Large

Andrea Young  
Print or Stamp of Notary

DD565045  
Serial Number

My Commission Expires: 6/18/2010



FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS

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No Events

No Name History

## **Detail by Entity Name**

### **Florida Profit Corporation**

SOFI CORPORATION

### **Filing Information**

Document Number K97374

FEI/EIN Number 650204036

Date Filed 06/22/1989

State FL

Status ACTIVE

### **Principal Address**

2325 NE 20 STREET  
FT. LAUDERDALE FL 33305 US

Changed 07/13/2004

### **Mailing Address**

2325 NE 20 STREET  
FT. LAUDERDALE FL 33305 US

Changed 07/13/2004

### **Registered Agent Name & Address**

LITTLEFIELD, THERESA  
2325 N.E. 20TH ST.  
FT. LAUDERDALE FL 33305 US

Name Changed: 04/07/2005.

Address Changed: 08/08/1990

### **Officer/Director Detail**

#### **Name & Address**

Title PD

LITTLEFIELD, THERESA  
2325 N.E. 20TH ST.  
FT. LAUDERDALE FL 33305

Title VD

IGOE, WILLIAM J.  
2325 N.E. 20TH ST.  
FT. LAUDERDALE FL 33305

### **Annual Reports**

**Report Year Filed Date**

2007	03/30/2007
2008	04/30/2008
2009	03/24/2009

**Document Images**

<a href="#">03/24/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/30/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">06/14/1995 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

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